

DOCUMENTATION REPORT
of
Compliance with Accreditation Regulations in Rule 10

Approved Nonpublic Elementary Schools
Applying for Accreditation
in 2009-10

Purpose: Completion of this report provides partial documentation of compliance with the accreditation requirements in Rule 10 (*Regulations and Procedures for the Legal Operation of Schools*). This Documentation Report, along with a Visitation Team Report, will be used to prepare a recommendation to the State Accreditation Committee and the State Board of Education to reclassify your school as accredited for school year 2010-11.

Directions: Read such regulation in full in Rule 10. Then please attaché copies of specified documents and provide other information requested herein. The information and documentation provided for this report should pertain to the 2009-10 school year.

Submit To: Accreditation and School Improvement Section
Nebraska Department of Education
Box 94987
Lincoln, NE 68509-4987

Date Due: November 1, 2009

INFORMATION ABOUT THE SCHOOL
(Omit Non-applicable Information)

Name of School System_____

Name of School_____Address_____

Town_____Zip_____Phone _____

County_____Area/Diocesan Superintendent_____

Principal_____Phone_____

Address of Principal: (If different from school address)_____

Grade levels included in the school:_____

Number of students: _____

Number of teachers (full-time equivalency):_____

PART I. ATTACHMENTS

PLEASE ATTACH AND LABEL COPIES OF THE FOLLOWING DOCUMENTS:

- A. Mark as Exhibit A: (Certification) See Rule 10:
- Certificate held by the School Administrator(008.05B)
 - Certificate held by library/media staff, if applicable(007.04A1)
- B. Mark as Exhibit B: (Board Policies)
- Policy that describes the 1032 hour school year(012.01B)
(400 hours for kindergarten, if applicable)
 - Policy for excusing students(012.01B)
 - Purposes and goals for the school.....(004.01A)
 - If less than 70 students library media in-service plan.....(007.04B)
 - If applicable, athletic policy (See page 3)(004.02C)
- C. Mark as Exhibit C: (School Schedules for 2009-10)
- The calendar for school year.....(003.06)
 - In-service schedule for teachers.....(007.07A)
 - Classroom schedule for each elementary teacher (004.02A – 004.02A8)
(Be sure each subject area is included)
- D. Mark as Exhibit D: (Curriculum Guide Sample Pages)
- Sample pages from the school curriculum guides for each
curriculum area. Include curriculum guide samples showing
written composition objectives (004.01D and 004.01E)
- E. Mark as Exhibit E: (Library Media)
- List of library media titles acquired this year (or
within the past year)(006.01B)
- F. Mark as Exhibit F: (School Performance)
- The local written report of student performance and school system
demographics (include norm referenced and criterion referenced
student performance)(010.01A and 005.01C)

PART II. OTHER

012.01A Were the policies updated within the past year?
Is a copy of the policies in the school?.....

004.01A Is a copy of the school goals in the school?
Is a copy of the school goals provided to staff:.....

004.03C Do seventh and eight grade students participate in
athletic contests?.....
If so, list each sport and the number of games per sport:
.....

Are fifth and sixth grade students allowed to
participate in interscholastic athletic competition with the seventh and
and eight grade?..... If so, attaché policy with Exhibit B.
(See page 2)

008.05C Are copies of the teaching certificate for all teachers on file in the
school office?

007.01A List the name, teaching assignment, and endorsement of each
teacher: (Attach additional page, if necessary.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

What is the percentage of teachers assigned to areas for which
they have appropriate endorsement? %

012.01C What is the ratio of certificated staff to pupils?

007.04A1 If your school has 70 to 249 students, which of the following
options is your district using to provide library media services?
a. _____ or b. _____?

- (a) Our school has a library media specialist. The amount of
time she/he is assigned to library media duties is: _____
- (b) Our school has a library media aide. The amount of time
she/he is assigned to library media is: _____ The aide
is under the supervision of: _____

- 007.04A Does each school building have a library media area or (areas) available to students during the entire school day?
Are all the library books marked properly?
Are proper cards (subject, title, author) in the card catalog?.....
Is the Dewey Decimal System used to catalog, mark, and
shelve library/media resources?
List the name and the copyright date of the newest encyclopedia:

- 004.01C What norm-referenced test is being used? _____
Which grades take the test? _____
- 008.02A What is the time assignment (FTE) for the administrator? _____
- 008.02B When does the head administrator/principal meet with the governing body? _____
- 008.05D Does your school contract with another school(s) for administrative leadership? _____ If yes, please name other school(s)

Revised: December, 2004